

**NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS FROM**  
**ARCHITECTURE/ENGINEERING FIRMS FOR**  
**CONSTRUCTION MANAGER AT RISK PROJECT**  
**TOWN OF GILBERT, ARIZONA**

Project Name: Advocacy Center  
Project Number: MF2490  
Contract Number: 321000202  
Deadline: January 27, 2021  
Submittal Location: Electronically at:  
<https://bidders.e-builder.net/landing?bidpackageid=bf915116-8450-4ebe-a121-0b9309fb85a9>

GILBERT Staff Contact: Jack Gierak, CIP Project Supervisor, [jack.gierak@gilbertaz.gov](mailto:jack.gierak@gilbertaz.gov)

RFQ available at: Town of Gilbert e-Builder Platform ONLY (at no charge, registration required):  
<https://bidders.e-builder.net/landing?bidpackageid=bf915116-8450-4ebe-a121-0b9309fb85a9>

**Date and Location for Submittal:** Sealed Statements of Qualifications (SOQs) from qualified Architecture/Engineering (A/E) firms will be received by **2:00 p.m., MST, January 27, 2021**. SOQs must be submitted via the Town of Gilbert's e-Builder electronic bidding platform. No printed or hardcopy paper submittals will be accepted. The electronic submittal must be submitted in accordance with the requirements of the Request for Qualifications (RFQ). The SOQ must include all information items listed in the RFQ. Any SOQ received after the time specified will not be considered. (No amendments will be accepted).

**Project Description:** This project will provide for the predesign tasks associated with proposed Advocacy Center to be located in Gilbert. This facility will allow Police, social workers, Department of Child Safety agents, Office of Child Welfare Investigations officials, prosecuting attorneys and on-site physicians (and others) to work together to reduce the trauma of physical and sexual abuse; a place where victimization is transferred into empowerment. The scope of this project will include in general but may not be limited to: space and amenities programing, site selection and evaluation, budgeting and estimating. At the Town discretion, the selected consultant may be awarded future design services.

**Pre-Submittal Conference:** A pre-submittal conference will be held on **January 19, 2021 at 9:00 am, MST** as a Microsoft Teams Meeting: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YzU4NzA3YWEtNTU0MzYkZWU0OTMxYjk0ZGRkNjZl%40thread.v2/0?context=%7b%22Tid%22%3a%222a562d2d-fcdc-4929-be1e-96860c5d7b0b%22%2c%22Oid%22%3a%226bf2aa75-d9aa-4adc-a92a-0a6d198d81f9%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzU4NzA3YWEtNTU0MzYkZWU0OTMxYjk0ZGRkNjZl%40thread.v2/0?context=%7b%22Tid%22%3a%222a562d2d-fcdc-4929-be1e-96860c5d7b0b%22%2c%22Oid%22%3a%226bf2aa75-d9aa-4adc-a92a-0a6d198d81f9%22%7d)

The "copy/paste" link can be found in the document "MF2490 – A/E RFQ Useful Links". The preceding hyperlink can be used to join the meeting or you may contact Jack Gierak at the email address above for an invitation anytime up to one hour prior to the start of the meeting. There is no "phone in" number for the meeting but Microsoft Teams can be accessed on a mobile device if you have the Teams App. It is highly recommended that all prospective Proposers attend, as Proposer responsibility issues will be discussed, along with Project requirements.

**SOQ Format:** Each SOQ received must be in accordance with the format and information provided within the Request for Qualifications package. Any submittal that does not conform, in all material respects to what is outlined in the RFQ, will be considered non-responsive.

**Solicitation Transparency Policy:** Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded or this Solicitation is withdrawn by Gilbert, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subcontractors, consultants, joint venturers, members, lobbyists, or attorneys (collectively, “Proposers”), shall only discuss matters associated with this Solicitation with the Procurement Officer designated in this Solicitation and shall not have any direct or indirect contact about this Solicitation with any other Town staff or Town official, including, without limitation, members of the evaluation panel, the Town Manager, Assistant Town Managers, the Mayor, or any member of the Gilbert Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with Gilbert.

Notwithstanding the foregoing, Proposers may discuss this Solicitation with the Mayor or a member of the Gilbert Town Council, provided such meetings are scheduled through the Procurement Officer listed on this Solicitation, conducted in person at Gilbert Civic Center, Town Hall Administration Building, 50 East Civic Center Drive, Gilbert, Arizona 85296, and are posted as open meetings by the Town Clerk at least twenty-four (24) hours prior to the scheduled meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **Proposers who violate this policy shall be disqualified from participating in this Solicitation.**

**Right to Reject SOQ:** GILBERT reserves the right to waive any irregularities in any submittal and to reject all submittals and re-advertise or cancel the project in its entirety, at its sole discretion. GILBERT, or its consultants and advisors, will not be responsible for any cost incurred by any firm submitting a SOQ or responding to this notice.

**Equal Opportunity:** GILBERT is an equal opportunity employer. Minority and women’s business enterprises are encouraged to submit on this Project.

DATED:

Publications Date(s):  
January 6, 2021  
January 13, 2021

TOWN OF GILBERT, ARIZONA  
Town Clerk